

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Probationary Status
Section No.: 10

Effective Date: 10/15/01
Supersedes Policy: 03/01/97

I. PURPOSE

It is the objective of the Board of Supervisors to establish guidelines for an employees to serve a probationary period in order that the employee and employer may determine job fit and suitability.

II. SCOPE

This policy applies to all permanent full-time and permanent part-time employees.

III. DEFINITIONS

Probationary Period

The probationary period is defined as the period of employment that allows the employee and employer to determine if the employee is suited for the job. This definition applies to the probationary periods of new hires and employees who have been promoted, demoted, or transferred into new positions.

IV. PROCEDURES

A. Duration Of Probationary Period

1. A public safety employee, to include an employee in the Sheriff's Office, Joint Dispatch, or Emergency Services, shall serve a probationary period of at least twelve (12) months.
2. An employee of the Office of the Commonwealth's Attorney and/or the Department of Parks and Recreation shall serve a probationary period of at least twelve (12) months.
3. All other general government employees shall serve a probationary period of at least six (6) months.

B. Extension Of Probationary Period

1. An employee's probationary period may be extended for an additional six (6) months from the end of the initial probationary period, as deemed appropriate by the employee's supervisor.

Such an extension would represent a total of eighteen (18) months of probation for public safety employees, employees of the Office of the Commonwealth's Attorney, and employees of the Department of Parks and Recreation.

Such an extension would represent twelve (12) months of probation for other general government employees.

2. A probationary period extension beyond that indicated in section IV.,B., 1. above must be approved by the County Administrator.
3. A supervisor shall inform the Human Resources Department, via the completion of a PAN Form, of the extension of an employee's probationary period.
4. A supervisor shall also inform the employee of the extension of the probationary period.

C. Probationary Period Stipulations

1. During the probationary period, an employee may be terminated at the will of the Department Head/Constitutional Officer.
2. A probationary employee does not have access to the general government grievance procedure.
3. An employee's probationary status does not affect his/her years of service credit.

D. Completion Of Probationary Period

1. The Human Resources Department shall inform Department Heads/Constitutional Officers of the names of employees who are nearing the end of their probationary periods. Such notification shall be forwarded to Department Heads/Constitutional Officers at least thirty (30) days prior to the end of an employee's probationary date.
2. If a probationary employee works beyond the end of the probationary period without

- a. supervisory notification of satisfactory completion or
- b. supervisory notification that the probationary period has been extended

the employee shall be regarded as having successfully completed the probationary period.

- 3. An employee shall achieve full employment status on the day that the probationary period is completed.

E. Applying For County Positions While On Probation

A probationary employee may apply for job positions within the County while in a probationary status.

F. Probationary Period of Promoted, Demoted Or Transferred Employees

At the discretion of the hiring supervisor, an employee who is promoted, demoted or transferred to a new position shall

- 1. serve a probationary period of at least six (6) months in the new position or
- 2. have the time served in his/her former probationary position counted towards the probationary period of the new position.